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OEL 929-68

MEMORANDUM FOR: Deputy Director for Science and Technology
ATTENTION: Comptroller, DD/S&T
THROUGH: Director of ELINT
SUBJECT: Office of Finance Planning
REFERENCE: Memo from Director of Finance to
25X1A [REDACTED], Subject: Plans
and Objectives - Office of Finance,
dated 15 Oct 1968

1. Attached for your information are some suggestions
as requested in the reference.

2. The attachments do provide some general information.
If you desire, I will provide additional data or expansion
of any of the suggestions.

25X1A

[REDACTED]
Budget and Fiscal Officer
Office of ELINT
DD/S&T

Attachment:
Suggestions

Distribution:
Orig. and 1 - Addressee
1 - DD/S&T Reg.
1 - D/OEL
1 - B&F/OEL
1 - OEL Reg.

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OEL:B& [REDACTED] 4486:jdi:

22 November 1968

DD/S&T
FILE COPY

Objective

To approve a schedule of COMMUTED RATES for all travel.

Tasks

Establish a Task Force to produce a study which will determine the feasibility of implementing this objective. The study would:

- a. Investigate the practicality of such a system.
- b. Review cost data based on accumulated and known costs.
- c. Insure that the agency's special authorities were not being violated.
- d. Propose necessary regulation changes.

Remarks

Perhaps this objective could not be achieved throughout the entire agency, but consideration should be given to those offices which have a great number of trips during each year, or a large number of trips to the same location. Accounting for each trip would be a certification by the traveler that the trip was actually made during specified dates and approved by a designated approving officer.

The approval of this procedure would not provide for blanket approval of expenses other than travel. Operational and other than travel expenses would have to be listed and attached to the aforementioned certification of travel.

Objective

Establish an agency repository for lapsed appropriations.

Tasks

Review the existing system for handling lapsed appropriations with a view toward adapting control in conjunction with Automatic Data Processing systems.

Remarks

It may be considered each office reporting lapsed appropriations would transfer allotment limitations and both records (if desired) and management control to a centralized office. This office would afford a central point of contact for agency offices working with these accounts. This office could implement a procedure for the uniform handling of inquiries, obligations, expenses and allotments.

Within DD/S&T the number of unsettled accounts increases each year so that OEL has bookkeeping responsibilities going back to FY-1961. Management of the lapsed appropriation accounts, to say the least, is rather cumbersome and not easily accomplished. This is mainly the result of overhead rates which are determined not by CIA but the Department of Defense.

Objective

Provide a method for confidential payroll deductions of U.S. Government Bonds for employees desiring this method of savings.

Tasks

Present procedures do not provide for certain employees to avail themselves to this method for savings. Particular difficulties are faced by employees who are either within or without the Headquarters area under [REDACTED] cover organizations. It is recognized that existing security procedures do not allow for payroll deductions for these employees. Perhaps a further review of present policies would provide some method or procedure to enable those desiring these savings plans an opportunity to use a confidential payroll deduction.

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Remarks

None

Objective

Establish a committee to assist in the financial arrangements with other government agencies.

Tasks

Select representatives from selected offices within the Office of Finance to:

- a. Determine the feasibility of preferred arrangements.
- b. Provide guidance on the practicality of desired or known procedures.
- c. Propose workable alternatives.

Remarks

Each member designated should promote or advise the existing policy or procedures of a particular element. The assimilated consensus would be presented to the Director of Finance for his approval. After approval of a position paper by the Director of Finance, an Office of Finance delegate would be selected to complete the financial aspect of intra-agency agreements with both interested agency representatives and other government agencies.

Objective

To simplify property accounting procedures at overseas stations or bases.

Tasks

To review existing regulations or procedures with the view to determine a method of simplifying property accounting procedures.

To establish a procedure to implement any new findings and seek to devise necessary forms to complement or assist in the implementation of any new system.

Remarks

Although systems are constantly under review to simplify these accounting procedures there are instances when accountable records could be either transferred from overseas stations to Headquarters, or accountability in the first instance could be maintained at Headquarters. In view of the recent BALPA restrictions imposed, this may tend to reduce overseas record keeping as well as assist in overseas emergency destruction of classified material. The present system of requiring hand receipts for all material would still be maintained.

Objective

To provide the operating division with Automatic Data Processing information to enable them to project average employment costs for each fiscal year.

Tasks

In conjunction with the Office of Personnel, provide an ADP listing of effective dates of the assignments to each division or specified FAN account.

Remarks

The Office of Personnel presently provides a list showing average salary, average grade and positions. This, of course, does not enable each division to project its personnel or more importantly, average employment costs. It is obvious in budget execution it is information on average employment that is necessary. Information of this type is urgently needed toward the end of each fiscal year to estimate personnel compensation costs, in order to assist in determining each division's total fiscal year financial requirements.